



CITY OF TEMPE ADOPT-AN-ALLEY PROGRAM POLICIES, RULES AND PROCEDURES

I. Policy/Eligibility

The purpose of the City's Adopt-An-Alley Program is to enlist residents/community members to keep the alleys adjacent to their properties clean and safe by:

- removing litter
- pulling weeds
- removing graffiti
- reporting damaged City property
- reporting bulk trash that does not fit into a 300-gallon black trash bins (which are the size of a small dumpster) located in the alley

The program is a way for neighbors to work together to make a broader impact in their neighborhood. Legitimate uses in the alley always displace illegitimate uses. Individuals and private corporations residing adjacent to the alley being adopted are eligible to volunteer. Non-profit organizations are permitted to adopt any eligible alley.

As a reminder, per Tempe City Code, Chapter 29, all residents are required to maintain each alley that is adjacent to their premises free of weeds and debris to the center line of such alley.

II. Rules and Conditions

1. The length of the adopted alley should be a minimum of one neighborhood block but no more than three neighborhood blocks. Only alleys designated by the City will serve as acceptable cleanup areas. Safety of Adopt-An-Alley volunteers is of utmost importance.
2. No children under the age of 12 may volunteer. An adult 21 years of age or older must supervise any volunteer between the ages of 12 and 17 at all times. The ratio must be one adult to every five minors.
3. The City will supply litter bags and provide safety vests. The safety vests must be worn by all volunteers at all times during the cleanup. The volunteer cleanup coordinator and each volunteer/volunteer guardians are responsible for inspecting the vest for defects and choosing an appropriate size before wearing. Filled bags of trash should be placed in the 300-gallon black trash bins located in the alleys. Volunteers are encouraged to wear protective gloves, eye wear and proper clothing. These items will not be provided by the City.
4. Volunteers will appoint an Adopt-An-Alley volunteer cleanup coordinator to oversee and coordinate cleanup efforts.
5. The Adopt-An-Alley volunteer cleanup coordinator (and all volunteers/volunteer guardians) must read and comply with the safety requirements and sign all waivers and other documents requested by the City's Adopt-An-Alley program coordinator and return them to the city. The volunteer cleanup coordinator must conduct a thorough safety meeting with all volunteers prior to each clean up as safety is a paramount concern for the City of Tempe.

6. A liability insurance certificate will not be required when the work is performed by volunteers. **ASSUMPTION OF THE RISK:** Volunteer and/or guardian recognizes and understands that the activities with Tempe shall include, but is not limited to, inherently hazardous activities such as working in an potentially dangerous environment, pulling weeds, picking up trash and debris along public paths, roads, streets and alleys, dealing with graffiti and damaged property, loading and unloading, and transportation to and from the volunteer work sites. Volunteer and/or guardian hereby expressly and specifically assumes the risk of injury or harm in these situations and releases and discharges Tempe from and waives any and all liability for any injury, illness, death, or property damage resulting from the activities of the Volunteer with Tempe. **INSURANCE:** All volunteers are expected and encouraged to arrive with their own health insurance plans in effect.
7. Home-made signs should be removed from all poles, utility cabinets, street furniture, etc. Graffiti that or damage to City property should be reported on the Activity Reporting form.
8. The person who signed the Volunteer Agreement Form is required to ensure that a cleanup effort occurs along the designated alley four (4) times a year for a minimum of two years.
9. Notification two weeks prior to a scheduled cleanup effort is required to the City. Please contact the City of Tempe at 480-350-8428 to coordinate the cleanup date. To ensure the safest and most productive clean-up effort, please schedule your event the weekend after or in between bulk and brush collections.
10. The Adopt-An-Alley agreement shall be issued for two years and is renewable, at the City's discretion, if the volunteer organization has maintained its segment of the alley to the satisfaction of the City. If the volunteer group fails to fulfill its commitment, the City may assign the alley cleanup effort to a new volunteer group.
11. Cleanup efforts should be performed only in daylight hours and during good weather conditions.

III. Procedures – How to Get Started

1. Interested parties should contact the City of Tempe at 480-350-8428.
2. A City representative will explain and discuss the City's Adopt-An-Alley program with a responsible representative of the interested party emphasizing that the program involves coordination with the neighborhood's bulk and brush collection schedule, and significant physical work that must be done safely four (4) times a year for at least two years.
3. A Volunteer Agreement form must be completed by the applicant and approved by the City.
4. The volunteer cleanup coordinator submits Release and Waiver of Liability forms signed by all volunteers for each cleanup effort.
5. Adopt-An-Alley volunteer cleanup coordinator must call the City of Tempe at 480-350-8428 to schedule date of clean-up and request safety vests and litter bags.
6. Safety vests and litter bags are available for pickup at the Traffic Operations building located at 945 West Rio Salado Parkway between the hours of 8 a.m. and 4 p.m., Monday through Friday.

7. The volunteer cleanup coordinator must complete and return to the City the Adopt-An-Alley Activity Form and safety vests within two days following the cleanup activity.